

ANNUAL BUDGET

Planning

Planning the annual budget shall be a process of study and deliberation by the Superintendent, the Board, administrative staff, the faculty and the citizens of the District. The planning shall consider: (a) the educational program and the budget necessary to provide the services determined desirable and necessary; (b) the estimated income; and (c) the planned expenditures.

Preparation of Budget Document

Preparation of the budget document shall be the responsibility of the Superintendent or designee. The Superintendent or designee shall present to the Board at a regular meeting a preliminary budget and the financial needs of the District for the ensuing fiscal year. A budget shall be presented to the Board for adoption at a regular or special meeting in March or April, but prior to April 15. The budget document shall be developed according to the programmed budget requirements and the Uniform Financial Accounting System for the State of Iowa and shall include:

- (a) the amount of estimated income for the several funds from sources other than taxation;
- (b) the amount to be raised by taxation;
- (c) the amount proposed to be expended in each and every fund and for each and every purpose during the ensuing fiscal year;
- (d) a comparison of such amounts so proposed to be expended with the amounts expended for like purposes for the preceding year; and the estimates required shall be fully itemized and classified so as to show each particular class of proposed expenditures, showing under separate headings the amounts required in such manner and form as shall be prescribed by the Department of Education.

Publication of the Budget

The Board shall adopt for publication an approved budget for the ensuing fiscal year. The approved budget shall be filed with the Board Secretary prior to April 15. This approved budget shall be published in the legal newspaper of the District and include the time and place for public review of the budget.

Public Hearing on the Budget

The Board shall establish and then publish the time and place for a public hearing on the budget document. This public hearing shall be held no later than the 15th of April, and the notice of the public hearing published at least ten days prior to such hearing, but not more than 20 days.

Certified Budget

The Board will adopt and certify a budget for the operation of the school district to the county auditor by April 15. It is the responsibility of the board secretary to file the adopted and certified budget with the county auditor and the Iowa Department of.

Amending the Certified Budget

The Board may amend the budget in accordance with law. The amendment procedures will follow the procedures for public review and adoption of the original budget by the board outlined in these policies.

It is the responsibility of the superintendent and the board secretary to bring any budget amendments necessary to the attention of the Board to allow sufficient time to file the amendment with the county auditor no later than May 31 of each year.

LEGAL REFERENCE: Iowa Code §§ 24; 257; 279.8; 297; 298; 618.

Adopted: 07/11/67

Revised: 09/11/02, 08/09/21

Reviewed: 05/10/04, 12/15/09, 1/25/16, 11/11/19